

	Policy Owner:	Vice President and Chief Human Resources Officer	
	Responsible Office:	Human Resources	
	Origination Date:	10/01/1993	Last Revised: TBD
	Policy Title:	<p style="text-align: center;">2.02 Compensation Practices <u>Staff Pay Administration</u></p>	

Applicability: Classified Staff and ~~Service Professionals~~ University Staff

Definitions

Base Pay: The fixed fundamental rate of pay for an employee's time and services, excluding any extras like one-time payments, overtime, or benefits.

Compensation Strategy: The systematic framework for paying employees, defining how pay, benefits, and other rewards are determined and distributed, ensuring fairness, competitiveness, and alignment with University goals.

Staff: Positions in either the classified staff or university staff employment categories.

Policy

Staff pay administration is implemented according to the Compensation Strategy and applicable University procedures.

Section I: Establishing Pay

- A. The pay offered for a position must fall within the assigned pay grade. Any deviations must be approved by the Chief Human Resources Officer or designee.
- B. Considerations for starting pay include the qualifications of the selected candidate, the posted pay range of the position, campus or department equity, applicable pay grade/range information, market indicators, and available funding.
- C. Considerations for new pay when an employee moves into a different position and/or job title include campus or department equity, applicable pay grade/range information, market indicators, and available funding.

Section II: Pay ~~Rate Changes~~ Adjustments

- A. ~~Legislated Pay Raises: certain salary changes~~ Staff pay adjustments may occur through ~~state appropriations including not limited to general adjustments, merit pay adjustments for the purposes of, performance recognition, and~~ market ~~pay adjustments~~ alignment, equity stabilization, position change, regulatory

~~compliance, or retention. Salary adjustment eligibility is based on legislation as well as university procedures. Employees paid from sources of funds other than state appropriations (grant or local accounts) are generally eligible for the same legislated pay raises subject to availability of funds.~~

- B. Human Resources must be consulted when determining pay adjustments.
- C. A pay adjustment to a Classified Staff position due to a position change or career progression will result in an employment category change to University Staff for the employee in that position.
- D. Pay adjustments may be a change to Base Pay or a lump sum amount.
- E. Pay increases are subject to University leadership approval and the availability of funds.
- F. The awarding of pay increases is not subject to the employee grievance procedurespolicy.

~~**Northern Arizona University Initiated Pay Raises:** employee salaries may be increased through a reclassification or a salary adjustment (a salary within the same job classification). Reasons for such adjustments may include, but are not limited to, assignment of additional responsibilities (career progression), market indicators, or equity. For Classified Staff and Service Professionals, the Human Resources Department will determine appropriate salary increase amounts.~~

~~Establishing Pay Rates~~

~~**New hire pay rates:** the hiring department will establish hiring pay rates with input from the Human Resources Department. Considerations include the experience of the applicant, responsibilities of the position, campus or department equity, applicable salary range/pay grade, market indicators, and available funding.~~

~~**Promotion:** when an employee is promoted, an appropriate pay rate will be established using the same considerations used to establish new hire pay rates.~~

~~**Transfer:** a transferred employee will normally be paid at least the same salary as received prior to transfer or will be paid the approved hiring rate for that job classification. The employee may receive a pay increase or decrease in conjunction with a transfer subject to approval of the Human Resources Department using the same considerations used to establish new hire pay rates.~~

~~**Trainee:** a trainee may be hired at a pay rate below the minimum rate of pay or the normal rate of pay for a position for up to 12 months.~~

Related Information*

ABOR 6-901, Salary Increases

Staff Position Classification and Compensation

Staff Position Changes

Grievance

Policy History*

10/01/1993: Policy adopted.

12/22/1999: Policy revised.

01/01/2000: Policy revised.

* Related Information and Policy History are solely for the user's convenience and are not part of the official university policy.

DRAFT - Open for Comment